



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1ST BRIGADE, 1ST INFANTRY DIVISION  
FORT RILEY, KANSAS 66442-5200

REPLY TO  
ATTENTION OF

AFZN-BA

11 March 2005

MEMORANDUM FOR 1<sup>st</sup> Brigade, 1<sup>st</sup> Infantry Division (Mech)

SUBJECT: 1BCT Policy on Early Termination of Housing in Lieu of Deployment

1. Enlisted soldiers wishing to terminate on-post or off-post housing **and** move into the barracks in preparation for a deployment will do so no earlier than 1 November 2005.
2. Soldiers who reside off-post, will inform their landlords of their deployment departure date in a timely fashion and provide any necessary supporting documents as per their lease. As a general rule, notice should be given a minimum of 30 days prior to the desired termination date to allow time for rental preparation by the landlord.
3. All household goods must either be shipped or put in storage. No HHG will move to barracks with the soldier.
4. Soldiers will be allowed to move into the barracks on a space available condition. A soldier moving into the barracks from family housing **will not** interfere with any single soldier's living conditions, i.e. a soldier will not be placed in a single soldier's room causing the single soldiers to double/triple up, etc.
5. Exceptions to this policy will be handled on a case by case basis.
6. POC for this memo is the Brigade Adjutant, MAJ Skelly at 239-1448.

BART HOWARD  
COL, AR  
Commanding